

TraCS Steering Committee Minutes
January 14, 2014
AST Conference Room, 5700 E. Tudor Rd, Anchorage
1:30 – 4:30pm

Committee Members Present:

Lt. Rick Roberts, AST, Chair
Helen Sharratt, ACS, Vice Chair
Gary Lee , proxy for Tim Larrabee, DPS
Bonnie Walters, DOT&PF

Committee Members on Phone:

none

Guests:

Brad Munn, Deputy Chief, UAA University PD
Matthew Matta, DOT&PF
Dave Monroe, CTG
Alina Hahn, AST
Josh Garcia, AST

I Internal Committee Business

A. Approval of minutes from December 10, 2013.

- Bonnie moved to approve the December 2013 minutes, Gary seconded the motion. No one opposed and the minutes were approved

B. Membership.

- Rick reported the both Dillingham and Petersburg want to deploy TraCS so they may wish to join the committee. Deputy Chief Brad Munn from the UAA Police Department checked with his Chief and he has the go ahead to join the committee. Bonnie will send the paperwork to him for signature and official membership. Congratulations Brad!

II Updates on Action Items from Previous Meetings

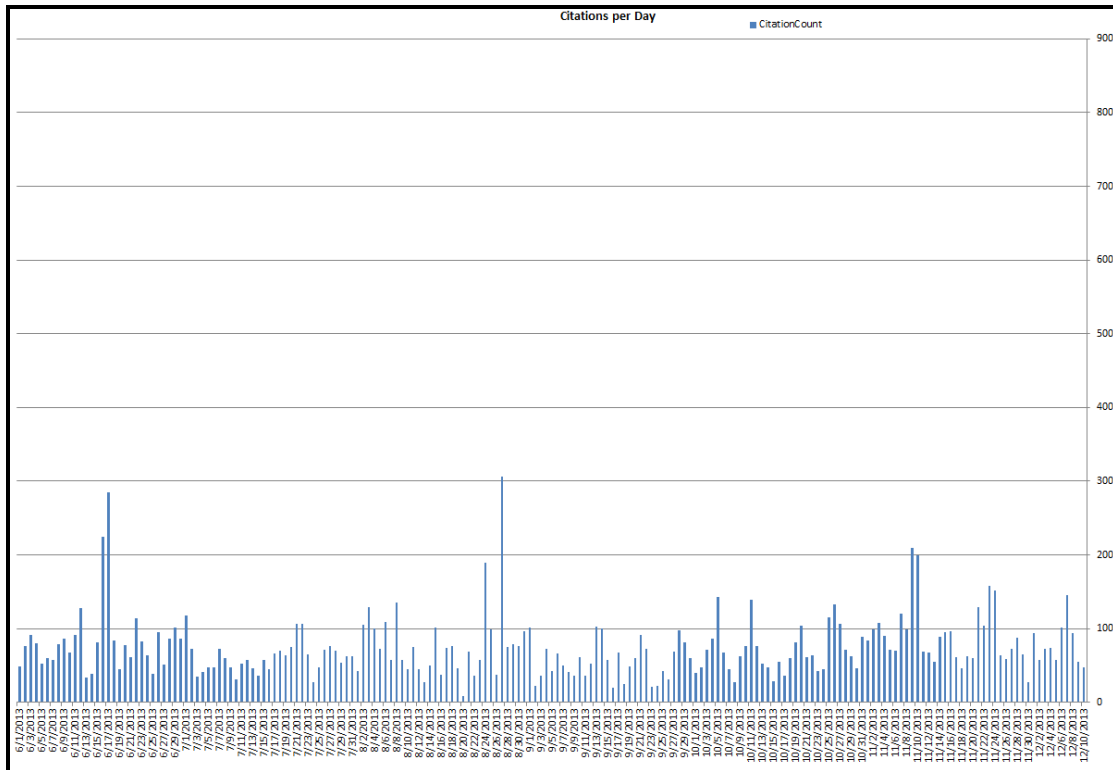
A TraCS Helpdesk Update.

- Josh reported that the helpdesk is up and running and beginning to support TraCS. They continue to work on a service catalog to streamline this effort. The helpdesk is still a work in progress and things are going well.

III Items for Discussion

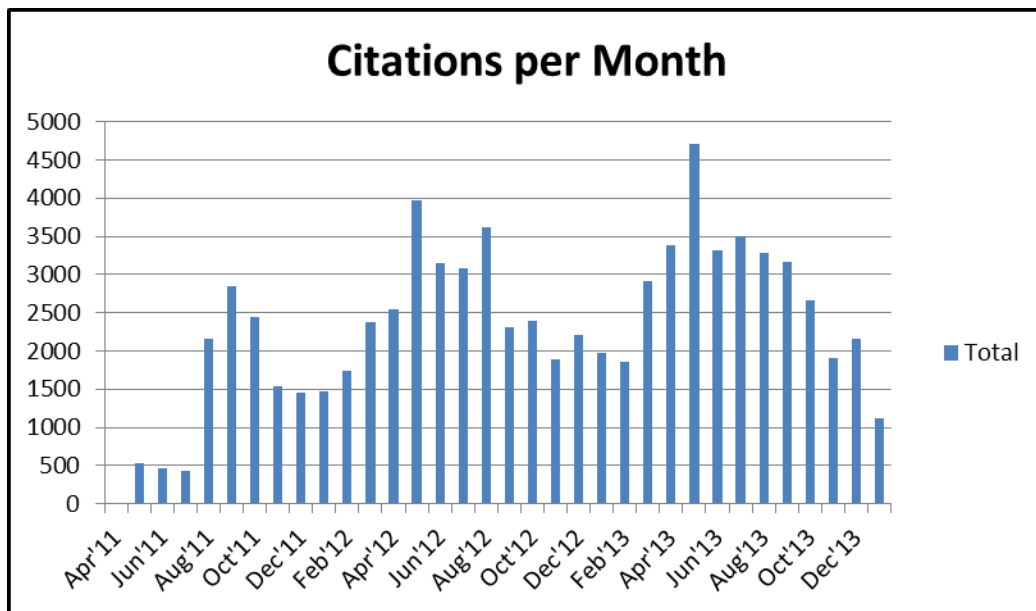
A TraCS monthly activity report (Dave)

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) TraCS v10.05.38 was released for Production on January 13, 2014. We continue testing newest releases for use in Alaska.
 - b) We have deployed TraCS v10.05.09 client for use statewide. It is expected this will allow us to implement the electronic Accept and Reject for the 12-200 through TraCSWebServices.
 - c) We have received approval from the SSO and have started testing TraCSWebServices
- 2) The TraCS Repository Server (v10.05.09)
 - a) There were 120,688 issued 12-213AUCs in the repository as of this morning
 - b) There were 4,962 12-200 Crash forms in the repository as of this morning (3,212 are Validated)
 - c) There were 2304 12-200v1 Crash forms in the repository as of this morning (2296 are Validated)
- 3) We have fully implemented the TraCS Update service that is built into TraCS natively. We now have over 430 TraCS clients from all TraCS agencies statewide now registered with the Update server and over roughly 40% being current. **(There was an emergency patch sent out Saturday,)**
- 4) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
 - a) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
 - i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
 - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
 - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
 - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
 - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
 - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
 - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
 - h) Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
 - i) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
 - j) Juneau PD Citations since 10/10/2013 bound for Juneau Court;
 - k) Wasilla PD Citations since 12/05/2013 bound for Palmer Court; (77 submitted since)
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
 - l) As of this morning, a total of 78,064 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 103,287 total TraCS citations have been issued during that date.) There were 2,166 submitted in December 2013.)



E-Citation Activity 1

5) Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- 6) The TraCS Web server is still running TraCS v10.05.15. IE8 (The most advanced version of IE for Windows XP) is no longer supported for TraCS Web v10.05.xx. Both the newest version of Chrome and Firefox test successfully with v10.05.15 and Windows XP.
- 7) Accept/Reject Process for Crash Reports

- a) With the deployment of v10.05.09, TraCS Web Services will allow the use of Accept/Reject directly from the client and allow officers to edit their crash reports directly from the client.
- b) To make TraCS Web Services available, we had to update the TraCS Security Plan with ETS/SSO who approved the plan.
- c) Further testing with TraCSWebServices has begun prior to implementing into production.
- 8) We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers. The ILT Developer is working with us to implement an automated ILT update server that will help keep the application and maps current. He has made further improvements and we are scheduled to speak again tomorrow.
- 9) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September.)
 - a) 6 have been configured and deployed to Kotzebue PD. **Training was completed (0 citations)**
 - b) 16 have been deployed to Ketchikan PD. **Training was completed (75 citations)**
 - c) 7 are configured for Nome PD. We are awaiting information on their officers/staff to deploy.
 - d) 4 are to be configured for Hoonah PD. We are awaiting information on their officers/staff.
 - e) 10 are to be configured for Bethel PD. We are awaiting information on their officers/staff.
 - f) 4 are to be configured for Sand Point PD. We are awaiting information on their officers/staff.
 - g) 4 are to be configured for Klawock PD.
 - h) 5 are to be configured for Yakutat PD.
 - i) 5 are to be configured for Craig PD.
- 10) 12-213AUC – Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
 - a) TraCS version of 12-213AUC (Deployed in TraCS on April 11th, 2013) –
 - i) ACS has agreed that the current 12-213 AUC meets the functional requirements of the Supreme Court Order and the any pending changes can be implemented at a later date once approved.
 - b) FPD has submitted their citations to ACS and ACS has approved the Form. There was concern noted and issues identified with the Offense table FPD uses and maintains that need resolved.
 - c) We have had little or no contact for the past several months with APD on their citations.
 - d) **There is a separate project underway to review all fields on the citation and identify any missing XML tags for data to be sent to Court.**
- 11) Based on a new interpretation of the 12-213AUC layout, on November 15, 2013 a newer version of the citation form was implemented that adds additional required Defendant's Rights verbiage to all citations with a Mandatory Court appearance.

B Status of the CDR and AST/APD/FPD interface development and testing

DMV is still awaiting data for the CDR. The FPD crash system is ready for testing. Alina will work with MS/CVE to determine if the interface is working properly prior to implementation. This testing will take place at the end of January. The FPD citation was approved by the Courts. Work on the APD interface should be starting soon.

C Status of the DUI forms project in TraCS

Rick reported that the interested parties will be meeting again on January 28th and they hope to get some draft documents from DMV that all can agree upon. The next step will be the form design. Rick will update the status at the February meeting.

IV Other Short Business

Rick reported that an update of the impound form is in development. First they will get the paper form updated and approved by AST. He will then get the form out to other

law enforcement agencies for comment and approval. Once a format has been determined, the electronic version of the form will be developed in TraCS.

AST is investigating the possibility of creating an electronic version of the Criminal Case Intake and Disposition (CCID) form in TraCS. This form is currently a carbon copy form maintained by the Department of Law to track arrests through the police agency, prosecutors and courts. Each paper form has a unique Arrest Tracking Number or ATN assigned. In order to automate this form, the generation of the ATN will need to be addressed. AST will work with the Department of Law and other interested parties on how best to automate this process.

DPS has been upgrading their Toughbooks to Windows 7 since XP is no longer going to be supported. AWT is looking to put mounts in their trucks for their TraCS equipment. They are also looking at the possibility of using a Toughpad for some of their work.

Bonnie asked Rick if AST would be willing to send DOT the 2013 TraCS crash reports even though the accept/reject piece has not been finished if DOT agreed to process the electronic record along with the paper copy received from DMV to ensure that any changes to the report are captured by DOT. This will expedite the processing time for the crash reports since without the electronic data each report will have to be manually entered into the database. Rick didn't see a problem with this approach. Bonnie will put together an agreement stating the process that DOT will use to process the 2013/2014 electronic crash data and send it to Rick. Bonnie will also draft language for Rick to send out to other TraCS law enforcement agencies to inform them that the crash report information is going to be sent to DOT to expedite the processing of the crash data.

V Action Items

1. Bonnie will send membership paperwork to Deputy Chief Brad Munn at UAA PD.
2. Bonnie will send Rick information on an agreement to send the 2013/2014 TraCS crash reports electronically to DOT as well as language for an email to explain to other TraCS agencies that this data is going to be sent to DOT.
3. Josh and Alina will work on the display for the resolution of helpdesk calls to make sure that the resolution appears at the top of the email so it is not missed.
4. Dave will follow up with Kotzebue PD to find out how things are going because they have not entered any citations into the DPS repository to date.
5. The next meeting will be held on Tuesday, February 11, 2014 in the AST Conference Room.

Bonnie made a motion to adjourn and was seconded by Gary. The meeting was adjourned at 3:08pm.

Next meetings (All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated).

- February 11, 2014
- March 11, 2014
- April 8, 2014
- May 13, 2014
- June 10, 2014
- July 8, 2014
- August 12, 2014
- September 9, 2014
- October 14, 2014
- November 12, 2014 (9:00am – noon)
- December 9, 2014